



Job Title:

Food and Beverage Manager

Job Summary:

Shoreacres, a private golf club located in Lake Bluff, Illinois, has an immediate opening for the Food and Beverage Manager. A tremendous opportunity awaits to join a world class team focused on delivering exceptional service to the members and guests of the club. Shoreacres is highly regarded within the private club industry and is known for providing the highest quality experience.

The Food and Beverage Manager will primarily be responsible for assisting in the day to day operation of the Food and Beverage department including but not limited to supervision of front of house line staff, planning and executing member events, and full responsibility of beverage department. Responsible for assuring the highest standards of service are met including the training of all front of house staff.

Job Tasks (Duties):

- Supervise service staff in all areas of club to ensure that high level of service is being delivered consistently to our members and guests
- Recruit and train service staff to be effective team members delivering excellent service across the club
- Maintain database of BASSET and food safety/sanitation certificates for staff
- Update POS System with menu changes
- Responsible for billing of member events and parties in a timely manner
- Work with Assistant Manager, Executive Chef and General Manager on club events as well as private events including menu planning, Banquet Event Order creation, coordination of rental items, etc.
- Expedite à la carte dining service
- Inventory management of china, silverware, glassware and other service items
- Hands on management style which conveys team work and accountability
- Dresses and conducts themselves in a professional manner at all times
- Communicate effectively with key personnel in all aspects of position
- Assure proper set up of day to day activity as well as following proper opening and closing procedures when designated
- Enforce rules, guidelines, policies and procedures as outlined in Employee Handbook as well as Membership Handbook and those also established by management
- Contribute to daily pre-shift meetings regarding beverage department updates as well as service reminders
- Knowledgeable about all menu items, preparation methods, and potential allergens
- Assure the cleanliness, appearance, and safety of all dining areas, equipment, fixtures, and furniture. Communicate any issues to Assistant Manager or General Manager and follow up for resolution.
- Follow documented sanitation guidelines
- Responsible for ordering and inventory management of all liquor, beer, wine and soft drinks
- Constantly develop wine list with developing trends and member preferences
- Monitor and follow current beverage trends to broaden beverage program

- Assures that all laws applicable to beverage operations are consistently followed
- Implement and maintain strict procedural and cost controls to maximize profitability
- Other duties as assigned

Qualifications:

Prior food and beverage management experience required. Must have at minimum a basic understanding of wine, beer, and liquor. Candidates must have exemplary customer service skills, a positive, upbeat and hospitality focused personality. Strong communication skills, ability to multitask, work well as a team, and proficiency in Microsoft Office programs. Ability to stand for long periods of time and must be able to work a variety of shifts including mornings, afternoons, nights, weekends and holidays. A sincere desire to learn and grow professionally within the hospitality industry. Prior private club experience not necessary though highly desired.

Reports to:

General Manager

Position Available:

Immediately

Employee Benefit Plan:

Medical, dental and vision coverage, 401k plan with generous club match, CMAA dues and continuing education, dining allowance, vacation and meals.

Compensation:

Competitive salary based on experience

To apply:

Please submit a compelling cover letter and resume to:

Michael Drury, CCM
General Manager
Shoreacres
1601 Shoreacres Rd.
Lake Bluff, IL 60044
mdrury@shoreacres1916.com

About Shoreacres:

Shoreacres is a private golf club located in Lake Bluff, Illinois, just a short drive north of Chicago. Founded in 1916, Shoreacres has been consistently ranked in publications as one of the premier golf courses in the country. Members enjoy the peaceful and tranquil nature of the club as well as exemplary service from all staff. Shoreacres prides itself on delivering exceptional service through personalized interactions in all facets of the operation.

Facilities include 18 holes of world renowned golf, driving range, tennis courts, trap shooting, and various dining outlets. Traditions at Shoreacres include Stanley Field Day, Sara Carroll Field Day, Sunday BBQs on the Bluff, Holiday Events, and our 4th of July Celebration which includes our own fireworks display.

The Clubhouse; designed by David Adler, a prominent Chicago architect, is situated on a bluff overlooking Lake Michigan with views of the Chicago skyline. A la Carte lunch and dinner are served in this location. In addition, Club functions and private parties are held in this location. Most dining during

the summer is enjoyed al fresco on “the Bluff”. The Grille is a casual dining venue used primarily for lunch during the golf season and also special events. Cuisine ranges from formal to casual with a la carte, banquet and buffet formats. A la Carte capacity is 100-120. Banquet capacity is 600.

In season (May through September) the club operates 6 days a week. In the shoulder months (November-April) the club operates 5 days and shuts down annually in the month of January.